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12 September 1962

MEMORANDUM FOR: Assistant Director Central Reference

SUBJECT : Manpower Survey - Document Division

The following comments are submitted relative to the subject report.

Paragraph 5: The last sentence states that OCR should attempt to eliminate or reduce to a minimum duplication of dissemination effort when it is "deemed necessary to disseminate to an office level". We don't understand what this means.

Paragraph 7: In order to fulfill the recommendation relative to machine methods for TS documents, we should request a study of the Automation of TS Control by the ADPS. This Office will draft such a request if you approve.

Paragraph 8: We have been advised that the Office of Security is going to prepare in the immediate future a regulation requiring the periodic inventory, *this inventory to a* central control. In as much as this recommendation has previously been made by the Inspector General, much closer supervision and control of DD/P TS control by OCR Central Top Secret Control should be included in this proposed regulation. At the same time the requirement for inventory reports to be sent to the OCR Central TS Control from the DD/P, as well as other areas, could be included in the regulation.

*g. this noted*

Chief, Document Division

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